

# CUSTOMIZED TRAINING PROCESS & APPLICATION CHECKLIST

The Customized Training Program is designed to help employers with the cost of training for various occupations aligned with our region's industry strategies. This is a reimbursement funding program. The employer will decide to conduct in-house training or select a training provider.

## Customized Training requests should relate to:

- the introduction of new technologies
- introduction to new production or service procedures
- workplace literacy
- an upgrade to new jobs that require additional skills

Training should provide an industry-recognized credential or certificate that demonstrates the advanced ability necessary to retain or advance in employment.

## Reimbursable Expenses Include:

- Tuition Costs
- Instructor(s) Wages
- Textbooks/Manuals

CareerSource NEFL will only reimburse expenses for employees who successfully complete training.

## The Process:

1. Once the Checklist is completed, the employer completes and submits the Customized Training Application. If the Customized Training Application is approved, an Agreement is drafted by CareerSource NEFL. The Application and Agreement will then be signed by both parties and Employer will receive a copy of both documents.
2. The Application must be submitted and approved before training begins.
3. Once the training is completed, the employer submits the following documents to CareerSource NEFL to receive reimbursement:
  - Certificate of Completion for each employee
  - Training provider invoice
  - Proof of payment from the employer to the training provider



## CHECKLIST TO COMPLETE THE APPLICATION

### The Employer:

- Determines the type of training employees need and selects the training provider.
- Establishes the training plan and curriculum.
- Determines the start date and end date of training.
- Determines which employees will participate in the training. The employer will provide the names, current job titles, and salaries of the employees on company letterhead.
- Agrees to have each participating employee complete the required intake packet at the beginning of training.
- Is prepared to provide I-9s or E-Verify for each participating employee.
- Determines the total cost of training. The employer must be prepared to provide a minimum of 50% of the total cost of training.
- Agrees to provide quarterly employment status for one year following the training on each employee who participated.



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